



Enterprise Exchange Archive

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Messaging & Directory Services

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NORTHROP GRUMMAN

Enterprise Exchange Hosted Archive

- What is it? An enterprise level archiving service that, after enrollment, will archive all new incoming and outgoing mail
- Exchange hosted archiving
 - Multiple retention periods to help enforce agency governance policies
 - Enables faster retrieval of messages for investigations, FOIA and e-discovery
 - Detailed reporting and granular logging for service management and auditing

Web Based End User Interface

- Exchange hosted archive utilizes an intuitive, user-friendly web-based interface that helps minimize the need for extensive end user training

Microsoft Exchange Hosted Services Archive Viewer

mary@litwareinc.com | Sign out | Help

Announcements - 0

Messages | Review | Discovery

Messages

- My Messages
- All E-mail
- Sent
- Received
- Bloomberg
- Instant Messages
- My Folders
- Other's Folders

All E-mail

	From	To	Subject	Date sent	Size
	Joerg Jaeger	Mary Wilson	Investing in Adventure Works	9/21/2009 9:26:30 AM	2.5 KB
	Andrew Dixon	Mary Wilson	Latest Wording	9/21/2009 8:30:50 AM	4.0 KB
	Lynne Townsend	Mary Wilson	Sales projections for FY2000 prod...	9/21/2009 7:34:50 AM	59.5 KB
	John Vail	Mary Wilson	Market Share	9/21/2009 6:38:50 AM	2.5 KB
	Kari Hensien	Mary Wilson	FW: Latest Research Report	9/21/2009 5:42:49 AM	48.3 KB
	Douglas Mazina	Mary Wilson	Looking for feedback on backup ...	9/21/2009 4:46:49 AM	3.4 KB
	Beth Silverberg	Mary Wilson	FW: Corporate Promotion PR Plan	9/21/2009 3:50:49 AM	41.0 KB

From: LynneTownsend@contoso.com
Sent: 9/21/2009 7:34:50 AM
To: mary@litwareinc.com
Subject: Sales projections for FY2000 product line
Attachment: Strategy Document.DOC (19.0 KB) Sales Figures.XLS (6.5 KB) Executive Summary.PPT (14.0 KB)

Hello everyone,

Attached are the sales projections for the FY2000 product lines. We're going to start the marketing blitz with print and TV ad's on Monday, using the tagline:

AdventureWorks Fleece: Soft, comfortable and all you.

Here's the quick summary of the attached documents:

- FY2000 is projected to be 55% better than 1999, based on preliminary sales figures.
- We should do especially well in outdoor clothing and camping equipment.
- There is a risk that our costs will skyrocket higher than expected.

<<...>> <<...>> <<...>>

More info here: <http://adventureworks/sales/marketing/fy2000.html>

(1 - 100 / 196) Page size: 100 View All

Compliance Roles and Discovery

- Access permissions governed by assigned roles
- One or more roles can be assigned to one person or each role can be assigned to a different person
- Can create custom roles with certain permissions

Edit Archive Role Settings

Select the archive roles for this user.

- ☐ Select all roles
- ☐ Compliance Manager
- ☐ Compliance Officer
- ☐ Compliance Operator
- ☐ Disaster Recovery Manager
- ☐ External Compliance Auditor
- ☐ Human Resources Manager
- ☐ Monitor
- ☐ Supervisor
- ☐ Technical Administrator
- ☐ Worker
- ☐ Special Supervisor
- ☐ Supervisor with Reports

? Help

Save

Cancel

Add Custom User Role

Name:

Template:

- ☐ Select all permissions
- ☒ Customer Extended
- ☐ Customer Data Import
- ☒ Customer Limited
- ☐ Customer Report
- ☐ Customer Retention Report
- ☒ Customer Review
- ☐ Customer Review Report
- ☒ Folder Extended
- ☒ Folder Limited
- ☐ Message All
- ☐ Message All Handle Escalation
- ☐ Message All Report
- ☐ Message All Review
- ☒ Message All Review Report
- ☐ Message Handle Escalation
- ☒ Message Individual
- ☒ Message Review
- ☒ Message Shared Limited
- ☐ Message Subordinate
- ☐ Notification E-mail Send
- ☐ Relationship All Report
- ☒ Relationship Individual
- ☐ User All Report
- ☒ User Extended

Roles Continued

Roles	Description
Compliance Manager	A compliance manager can view all user e-mail messages and use all Archive Viewer functions.
Compliance Officer	A compliance officer can be assigned supervisors. Like the compliance manager, the compliance officer has the authority to review and clear escalated messages, but only for the assigned supervisors.
Compliance Operator	A compliance operator has most of the rights of the Compliance Manager, but cannot view contents of messages other than their own or messages shared to them.
Disaster Recovery Manager	A disaster recovery manager can view and restore their own messages, send emergency notifications, and run some disaster discovery related reports. You can create a custom role to allow a Disaster Recovery Manager to restore messages for all users.
External Compliance Auditor	An external compliance auditor is an external individual who has access to folders and messages specifically shared to him/her.
Technical Administrator	Technical administrators can run most reports in addition to having access to their own messages.

Roles Continued

Roles	Description
Monitor	A monitor can access the Review tab in the Archive Viewer to review the messages of the people they supervise.
Monitor Operator	A monitor operator has limited access to user e-mail messages, for the primary purpose of helping to search for messages. A monitor operator cannot view the body of messages. People in this role can, however, tag message results for another person or share the results in a folder with another user.
Supervisor	A supervisor can view and review messages of assigned subordinates, and can annotate and escalate messages for further review.
HR Manager	An HR manager can view their own messages and messages shared to them, and view their own folders and folders shared to them.
Worker	A worker can view and search their own messages, send and receive messages, restore their own messages, create folders for their messages, and export their messages.

Search

- Simple and advanced search capabilities
- Basic searches can include dates, date ranges, keywords in the subject, body and attachments and be limited to specific message size or file type attachments, single or multiple sender/recipient e-mail addresses, domains or names
- Advanced operator functionality for conducting complex searches and proximity searches.
- Scope of search results shown dependent on assigned roles

The screenshot displays the Microsoft Exchange Hosted Services Archive Viewer interface. The top navigation bar includes 'Messages', 'Review', and 'Discovery'. The left sidebar shows a folder tree with 'All E-mail' selected. The main content area features a 'Search' dialog box with the following fields and options:

- Date:** From 7/6/2009, To 9/2/2009
- Sent:** From molly@litwareinc.com, To, Cc, Bcc (all set to Exact match)
- Full-text search:** Word(s) backpack, Language English (United States), with checkboxes for Messages, Subject, Attachment Name, and Annotations.
- Track as Task:** Task Name, Folder, Type (Internal and external, E-mail), and Size (>, B).

Buttons for 'Search', 'Clear', and 'Cancel' are at the bottom of the dialog. Below the dialog, a table of search results is shown:

From	Subject	Date	Size
Deanna Sanford	Molly Clark	FW: Backpack Returns	8/28/2009 12:15:34 PM 3.4 KB
Deanna Sanford	Ann Vu	FW: Backpack Returns	8/28/2009 11:38:33 AM 3.4 KB
Deanna Meyer	Kevin Miller	Backpack Returns	8/28/2009 10:15:33 AM 1.7 KB
Deanna Sanford	Bresson;Adam	FW: Backpack Returns	8/28/2009 9:47:33 AM 3.4 KB
Deanna Sanford	Goyers;Rose	FW: Backpack Returns	8/28/2009 9:10:33 AM 3.4 KB
Deanna Meyer	Doris Tevaseu	Backpack Returns	8/28/2009 9:01:33 AM 1.7 KB

The bottom status bar indicates 'Results (1 - 100 / 1230)' and 'Page size: 100'. The footer contains 'Copyright © 2009 Microsoft. All rights reserved' and 'Privacy Statement | Terms of Use'.

Search Continued

- Save search results or selected messages to folders you create
- Scope a search to a particular folder to further refine results
- Share these folders with others
- Create an account within the archive for an external user
- Facilitates a simple investigative workflow

The screenshot displays the Microsoft Exchange Hosted Services Archive Viewer interface. The main window shows a list of messages under the 'All E-mail' folder. A 'Share Folder' dialog box is open, allowing users to share the 'BackPack Investigation' folder. The dialog includes a table of shared users and their dates.

User Shared	Date shared
shaun@litwareinc.com	8/7/2009 4:46:27 PM
dale@litwareinc.com	8/17/2009 3:51:33 PM

The background interface includes a left sidebar with navigation options like 'All Messages', 'Sent', 'Received', 'Bloomberg', 'Instant Messages', 'Monitor', 'My Folders', 'BackPack Investigation', 'Case NR 4321', and 'Other's Folders'. The top right shows the user 'mary@litwareinc.com' and options to 'Sign out' or 'Help'. The right sidebar contains 'Tasks' (New Message, Search, Copy to Folder, Export, Restore) and 'Status'.

Export Capability

- Export messages in two formats
 - .ZIP file containing individual .EML files,
 - .PST file. You can select individual messages or select all results

The screenshot displays the Microsoft Exchange Hosted Services Archive Viewer interface. The top navigation bar includes 'Messages', 'Review', and 'Discovery' tabs. A sidebar on the left shows a folder tree with 'All Messages', 'All E-mail', 'Sent', 'Received', 'Bloomberg', 'Instant Messages', 'Monitor', 'My Folders', 'BackPack Investigation', 'Case NR 4321', and 'Other's Folders'. The main pane shows a table of messages under the 'BackPack Investigation' folder. A 'File Download - Security Warning' dialog box is open, asking 'Do you want to open or save this file?'. The dialog shows the file name '2e8b54940442491d96bbe70f75514a8.pst', the type 'Microsoft Office Outlook Personal Folders', and the source 'viewer.messaging.microsoft.com'. The dialog has 'Open', 'Save', and 'Cancel' buttons. A warning icon and text are also present: 'While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?'. The background message list shows columns for 'From', 'To', 'Subject', and 'Date'. The 'From' column lists 'Deanna Meyer' and 'Deanna Sanford'. The 'To' column lists various recipients like 'Bresson;Adam', 'Goyers;Rose', 'Doris Tevaseu', 'Ladd;Chuck', 'Campo;Camilo', 'Leslie Wood', 'postmaster@litwa', 'testsuper@litwa', 'Jose Pandal', 'Account;Master', 'Roger Taylor', 'Mihir Pipalia', 'Adam Watson', 'Samir Kukreja', 'Cyril Sultan', 'Andrew Ma', 'Devon Manken', 'Molly Clark', 'Kevin Miller', 'Duato;Paul', and 'Leslie Wood'. The 'Subject' column shows 'Backpack Re...' and 'FW: Backpack...'. The 'Date' column shows dates like '8/17/2009' and '8/7/2009'. The bottom status bar shows 'Page size: 100' and '10 / 115'.

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Questions?